

**Board of Finance
Town of East Windsor
11 Rye Street
East Windsor, CT**

**MINUTES OF SPECIAL MEETING,
November 23, 2011 at 6:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: Danelle E. Godeck, Jason Bowsza, Marie DeSousa, Jerilyn Corso, Kathleen Pippin, and Joseph Pelligrini
Members Absent: None
Alternates Present: Paulette Broder
Alternate Absent: Jamie Daniel
Others: Catherine Cabral, Richard Pippin, Len Norton, Denise Menard, John Burnham, Alan Baker, James Richards, Lois Noble, and others
Press: C. Garfman (Journal Inquirer) and L. Smith (Patch.com)

I. Call to Order

Secretary Danelle E. Godeck called the Special Meeting to Order at 6:00p.m., in the East Windsor Town Hall.

Ms. Godeck welcomed the new members to the Board.

II. Election of Chairman and Secretary

Ms. Godeck commented that historically the majority party of the Board usually elects the Chairman. As everyone knows, the Republicans have the majority of this present Board. She cannot take the responsibility of being the Chairman due to personal and work commitments and others on the Board feel they do not have the experience. The possibility of having a Co-Chairmanship to split the responsibilities was discussed. Mr. Jason Bowsza thought it was a good idea, but questioned how the Charter reads and if it could be done. He read from the Charter and inquired with Ms. Denise Menard if a Co-Chairmanship could be done. She suggested a Vice-Chairman.

A brief discussion was held among Board Members.

It was **MOVED** (DeSousa) and **SECONDED** (Pelligrini) and **PASSED** (4-0) (In favor – J. Bowsza, M. DeSousa, J. Corso, and J. Pelligrini)(K. Pippin and D. Godeck abstained) that the Board of Finance appoints Mr. Jason Bowsza as the Chairman of the Board.

It was **MOVED** (DeSousa) and **SECONDED** (Corso) and **PASSED** (4-0) (In favor – J. Bowsza, M. DeSousa, J. Corso, and J. Pelligrini)(K. Pippin and D. Godeck abstained) the Board of Finance appoints Mr. Joseph Pelligrini as the Secretary of the Board.

III. Appointment of Alternates

Chairman Jason Bowsza indicated that all Regular Members are in attendance at this time; however, Alternate Member, Jamie Daniel was not unable to attend this meeting.

IV. Approval of Minutes

Minutes of October 19, 2011 Regular Meeting

An error was noted in the October 19, 2011 Regular Meeting Minutes. It was noted in the minutes that Ms. Danelle E. Godeck arrived at 7:38 p.m. and 7:41 p.m. The correct time is 7:38 p.m.

It was **MOVED** (Godeck) and **SECONDED** (Pippin) and **PASSED** (5-0)(J. Pelligrini abstained) that the Board of Finance approves the minutes of October 19, 2011 Regular Meeting, as amended.

V. Public Input

Mr. John Burnham addressed the Board. He wished the newly elected Board the best of luck and hopes they will work together because the Town needs it.

Ms. Denise Menard addressed the Board. She echoed Mr. Burnham's statement and indicated she sees promise in the new Board of Finance and wished the Board Members the best of luck.

VI. Communications

Chairman Jason Bowsza gave to all the members of the Board a copy of the Charter for their records. He also mentioned that if the new members should have a question regarding procedures, they will follow parliamentary procedure and they could reference Robert's Rules of Order.

Ms. Catherine Cabral, Treasurer, gave to all Board Members a packet which she received from CCM entitled "Just the FAQ's (Frequently Asked Questions)" which would also be a reference for the new members.

VII. Monthly Reports**a. Treasurer's Report**

Ms. Catherine Cabral, Treasurer, addressed the Board of Finance. She gave to all the Board Members a memorandum dated November 17, 2011 for their review. The document is broken down in four subjects: Cash, Tax Collections, Assessor Information, and Treasurer Update. As of October 31, 2011, the cash position of the Town is as follows: Webster Bank \$5,035,119; New England Bank (formerly Enfield Federal Savings) \$582,107; TD Banknorth \$575,587; STIF \$1,942,535; and MBIA Class \$36,571.

b. Tax Collector's Report

Ms. Cabral gave to all the Board Members a report entitled "Tax Collector's Report to Board of Finance 7/1/2011 through 10/31/2011" which was prepared by Tax Collector's Office. She briefly discussed the figures on the report comparing tax collection of the current year verses the three previous years. The percentage of tax collection is approximately 53.75% which is slightly higher than last year's collection. A brief discussion regarding the report was held regarding the tax collection and delinquent tax collection to date.

c. Assessor's Report

Ms. Cabral discussed the report of Ms. Carol Madore, Assessor, dated November 17, 2011.

In that report Ms. Madore indicated the Grand List of October 1, 2011 personal property and real estate work is in full swing along with the pricing for the 10/01/2010 Motor Vehicle Supplemental which will be billed for collection in January, 2012.

The October 1, 2012 Revaluation contract was awarded to Equity Valuation Services for \$49,500 at the meeting of the Board of Selectmen on October 18, 2011. Ms. Madore along with her staff and subcontractor will provide the manpower to get this challenging project accomplished. Transfers for additional costs will be required and processed in the proper manner to cover staff overtime hours and the subcontractor's additional hours.

d. Added Appropriations/Transfers (2010-2011 Budget)

Ms. Cabral indicated that the first transfers being discussed are for the year 2010-2011. She explained to the Board most of the transfers that are coming before them are end of the year transfers to balance the accounts. The

majority of the transfers are from the 27th Payroll. Last fiscal year, it was a large sum of money due to the way the calendar reads and the payroll consisted of 9 days.

A brief discussion was held.

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the request of the transfers listed on Exhibit A dated October 13, 2011 in regards to the 27th Payroll Budget 2010-2011 and forward to a Town Meeting.

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the transfer of \$32.00 from Treasurer – Salary Full Time Account No.: 1-01-10-1025-1-100-0000-0 to Elderly Commission/Recording Secretary Account No.: 1-01-10-1129-1-110-0000-0 (2010-2011 Budget) and forwarded to a Town Meeting.

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the transfer of \$6,160.00 from 2009 – Warehouse Point Fire Truck Interest Account No.: 1-01-60-9500-9-998-9011-0 to 2009 Warehouse Point Bond Issue Costs Account No.: 1-42-55-2150-7-799-0151-0 (2010-2011) and forwarded to a Town Meeting.

e. Added Appropriations/Transfers (2011-2012 Budget)

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the transfer of \$480.00 from 2009 – Warehouse Point Fire Truck Interest Account No.: 1-01-60-9500-9-998-9011-0 to Building Commission/Recording Secretary Account No.: 1-01-10-1086-0-110-0000-0 (2011-2012) and forwarded to a Town Meeting.

f. Invoices

Invoice of CCR (auditing services) was given to Mr. Bowsza by Ms. Cabral for his signature, which he signed and returned to Ms. Cabral. A brief discussion was held regarding the invoice and the audit itself.

VIII. Old Business

a. 2010-2011 Annual Report

Mr. Bowsza indicated that the previous Chairman Mr. Jack Mannette had mapped out what needed to be done for the annual report and had given copies to all Board Members at the last meeting. Mr. Bowsza commented that what needs to be done presently is proof reading all of the reports done by the Departments before the actual reports go to the printer. He asked for

volunteers. He suggested dividing up the departments and each member would get a few departments to review. Another issue which hasn't been resolved as of yet, is who will be putting together the report and who will print it for the Annual Town Meeting. Back in September, Ms. Judith Rajala had volunteered to do the services, but this has not been confirmed. Mr. Bowsza indicated he would follow up with her; however, if she doesn't want to do, it he inquired who he should call to get it done. Companies such as Anything Printed, Minuteman Press, and Cricket Press. He asked how much was budgeted for the printing and how many copies would be needed. Ms. Cabral indicated the budget for the printing is approximately \$3,400 and they would need probably around 250 copies. Some copies are given to the Town Hall, Town Clerk's Office, and local libraries. Ms. Cabral indicated the preliminary report of the auditors is due out during the week of December 9. The auditors have requested a meeting with the Board before their final report is completed and released.

A brief discussion was held.

b. BOE MBR Status

Mr. Bowsza indicated that it would not be fair to the new members to discuss the topic at this meeting. He asked Ms. Cabral to explain this issue and where it stands presently. Ms. Cabral gave the history of this subject and explained that the Town of East Windsor intends of being in compliance with this issue, however, there are still many questions regarding the formulas and the figures. At a recent Board of Selectmen Meeting, it was decided to invite a representative from the State of Connecticut Board of Education to speak to the Board and explain this subject further. Ms. Menard informed the Board once that meeting is scheduled, she will inform the members of the Board of Finance so they will be able to attend the meeting and have their questions answered.

IX. New Business

a. Budget Letter

Mr. Bowsza indicated traditionally the Board of Finance and Board of Selectmen issue a letter to all departments regarding the upcoming budget process in the spring. Ms. Menard mentioned that the letter usually explains the timeline and a joint meeting is usually held in the beginning of December of the Board of Selectmen, Board of Finance and Board of Education to discuss the budget process.

A brief discussion was held and it was eventually decided to have a Special Joint Meeting on Wednesday, November 30, 2011 at 6:30 p.m.

b. Storm Debris

Ms. Menard addressed the Board regarding the issue of the storm debris. She indicated that at the meeting of the Board of Selectmen last night, the Board held an executive session with Mr. Len Norton to discuss this topic and the contracts which were being proposed. At this time, the Board of Selectmen are recommending to the Board of Finance a contract to include picking up the brush and disposing of same. FEMA will be monitoring the efforts due to the 75% reimbursement the Town will be receiving for the cost of removing the storm debris. Mr. Len Norton was present at the meeting to answer any questions the Board Members may have.

It was asked where the money was coming from the pay for the 25% of the remaining costs that FEMA does not reimburse. The estimated total cost of the storm debris removal is \$280,000. FEMA will be reimbursing 75% of that cost which is approximately \$210,000 and the Town will be responsible for the remaining 25% or approximately \$70,000. Ms. Cabral indicated a line has to be allocated within the budget for the storm debris removal. She explained the accounting will be very similar to how the accounting was done with the Small Cities Grant. The funds which will cover the cost are coming from an escrow account from a settlement with CRRA.

A brief discussion was held.

It was **MOVED** (DeSousa) and **SECONDED** (Godeck) and **PASSED** (U) that the Board of Finance approves the appropriation of up to \$70,000 for the collection and disposal of debris and monitoring activities related to the storm of October 29, 2011. Said appropriation will come from the CRRA line in the Fund Balance to the line item account in Fund 66-Town Grants entitled October 29, 2011 FEMA Grant.

IX. Adjournment

It was **MOVED** (Godeck) and **SECONDED** (Corso) and **PASSED** (U) that the Board of Finance adjourns the November 23, 2011 Special Meeting at 7:46 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

RECEIVED

Town of East Windsor
11 Rye Street
Broad Brook, CT. 06016

OCT 13 2011

Transfer/Appropriation Request Form

Date: 10/13/2011Fiscal Year: 2010-2011Department: Treasurer's Office

Appropriations
Amount Requested

Account Number and Title

Description

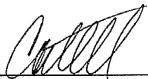
\$ _____

Transfers (Please enter account number and name)

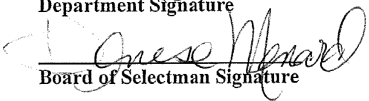
\$ <u>720.00</u>	Transfer From Acct # <u>1-01-10-1025-1-100-0000-0</u> Treasurer's - Salary F/T	To Acct # <u>1-01-10-1035-1-100-0000-0</u> Assessor's - Salary F/T
\$ <u>1,005.00</u>	Transfer From Acct # <u>1-01-10-1025-1-100-0000-0</u> Treasurer's - Salary F/T	To Acct # <u>1-01-10-1124-1-100-0000-0</u> Planning - Salary F/T
\$ <u>700.00</u>	Transfer From Acct # <u>1-01-10-1025-1-100-0000-0</u> Treasurer's - Salary F/T	To Acct # <u>1-01-10-1125-1-100-0000-0</u> Bldg - Salary F/T
\$ <u>70.00</u>	Transfer From Acct # <u>1-01-10-1025-1-100-0000-0</u> Treasurer's - Salary F/T	To Acct # <u>1-01-15-2165-1-101-0000-0</u> Fire Marshall - P/T Salary
\$ <u>700.00</u>	Transfer From Acct # <u>1-01-10-1025-1-100-0000-0</u> Treasurer's - Salary F/T	To Acct # <u>1-01-20-5235-1-100-0000-0</u> Human Services - Salary F/T

Please enter a detailed explanation of your request below by item.

Accounting change to budget 27th payroll.


Department Signature

Date


Board of Selectman Signature

Date

Approval (☒)
Denial (☐)

Board of Finance Signature

Date

Approval (☐)
Denial (☐)

Town Meeting Required

Meeting Date

Approval (☐)
Denial (☐)

Yes (☒)